

4 March 2004

From: Deputy Director, Naval Academy Sailing

Subj: PROMULGATION OF INTERIM CHANGE 1-1 TO THE STANDARD OPERATING PROCEDURES (SOP) AND REGULATIONS MANUAL FOR U.S. NAVAL ACADEMY SAIL TRAINING CRAFT

Ref: (a) DNAS Standard Operating Procedures (SOP) and Regulations Manual for Large Sail Training Craft

Encl: (1) Interim Change 1-1 to the DNAS Standard Operating Procedures (SOP) and Regulations Manual for Large Sail Training Craft

1. Purpose. To promulgate Interim Change 1-1 to the Standard Operating Procedures and Regulations Manual to be used aboard large Sail Training Craft (STC) of the U. S. Naval Academy involved in underway sail training, including racing.

2. Background. Several errors have been noted and there have been program changes since the DNASINST 3120.1D was promulgated requiring the updating of a small portion of the SOP. Interim Change 1-1 promulgates these updates.

3. Action. Every copy of the SOP shall have the superseded pages removed and the updated pages inserted. Place a copy of this letter and instructions in the front of each SOP.

N. B. Covington
by direction

STANDARD OPERATING PROCEDURES (SOP)

INTERIM CHANGE 1-1

This interim change to the 2000 Edition updates the Standard Operating Procedures (SOP) DNASINST 3120.1D. IC 1-1 incorporates the following changes:

- Revised midshipmen roles on CSNTS cruises
- All boats have been fitted with the TECNAUTICS Coastal12 refrigeration system. This eliminates the engine driven compressor and requires DC power to sometimes be maintained in port
- Updating checklists to make them more complete and easier to follow
- Removing reference of the 4 part purchase as being a preventer

Procedure:

1) Remove and replace the following pages:

2-5/6
2-7/8
2-9/10
4-1/2
4-5/6
8-3/4
9-3/4
9-5/6
9-11/12
9-13/14
9-15/16

2) Place this sheet in the front of the SOP

SOP CHANGE SUMMARY

209 (p 2-5)

- Added Senior Watch Officer duty under Midshipmen XO

209.2 (p 2-6)

- Added situations of having a Midshipmen in Charge (MINC) on board and having no upperclassmen on board

209.2i&j (p 2-7)

- Reversed order to make referring easier

209.3 (p2-8)

- Removed references to sections which no longer exist

209.4 (p 2-9)

- Removed reference to AC refrigerator system

400 (p 4-2)

- Removed reference to sections which no longer exist

407 (p 4-5)

- Corrected reference to checklists

802.3 (p 8-3)

- Added possibility of leaving DC system energized to keep the reefer running

901 (pp 9-3, 9-4)

- Revamped entire checklist

902 (p 9-5)

- Revamped entire checklist

905 (p 9-11)

- Reworded 3rd item and last item.
- Added briefing crew on mooring intentions

906 (pp 9-13, 9-14)

- Revamped entire checklist

907 (p 9-15)

- Change item from preventer to 4 part purchase kept in hernia box
- Removed binoculars & EPIRB

- a. Applicable charts (per list in OPORDER)
- b. Applicable volumes of US Coast Pilot, Fleet Guides, Light Lists, Tide Tables and Tidal Current Tables
- c. Nautical Almanac and H.O. 229
- d. COLREGS
- e. Navigation Kit
- f. Applicable technical manual binder(s)

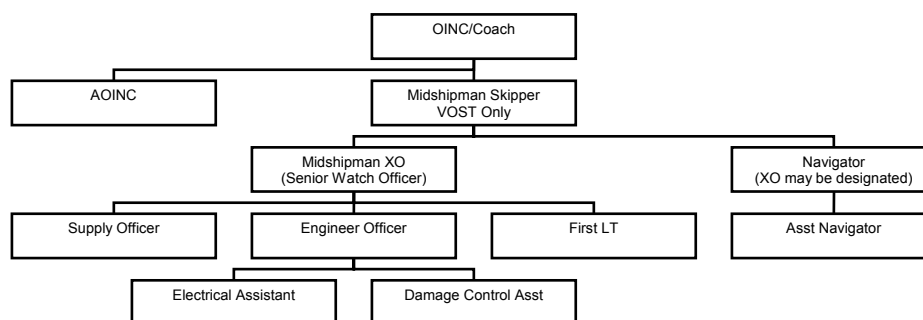
208.4 NAVIGATION GUIDELINES

The proper interval for fixing the position of a STC varies depending on its speed of advance and proximity to navigational hazards. STC navigation shall adhere to the following guidelines, at a minimum:

- a. In no case shall a STC go more than one hour without fixing its position.
- b. In waters within 10 nautical miles of land, the Navigation Plotter shall plot a fix at an interval that does not exceed half the time it would take the STC to reach the nearest navigational hazard at current speed.

209. ORGANIZATION AND RESPONSIBILITIES

The diagram below depicts the administrative organization for STC. All hands shall be thoroughly familiar with the responsibilities of their primary billet, watch station and collateral duties.



209.1 MIDSHIPMAN SKIPPER (VOST ONLY)

The Midshipman Skipper reports to and is responsible to the OINC for the safety, readiness and state of crew training. He also acts as Training Officer. The Midshipman Skipper shall:

- a. Conduct, and cause others to conduct, safe evolutions, training and passages.
- b. Improve safety through training and crew drills in casualty response.
- c. Keep apprised at all times of the navigation picture.
- d. Understand the responsibilities of and supervise each crew member in performing his primary billet.
- e. Supervise all man aloft evolutions.
- f. Prior to each departure report readiness to get underway to the AOINC, noting all deficiencies.
- g. Prepare evaluations of all underclass crew members and deliver to the OINC/Coach prior to cruise completion.
- h. Approve the underway menu/ meal plan.
- i. Remain cognizant of the status of all maintenance.
- j. As **Training Officer**, develop and implement a regular schedule of training for both in-port and underway periods.

209.2 MIDSHIPMAN EXECUTIVE OFFICER (XO)

The Midshipman XO is the direct representative of the Midshipmen Skipper. He reports to and is responsible to the Midshipman Skipper for the execution of the daily routine, the boat's general readiness and the maintenance of satisfactory living conditions aboard the STC. He also acts as the Senior Watch Officer and may be assigned as the Navigator (NAV).

During CSNTS training evolutions and cruises a Midshipman Skipper will not normally be assigned. In most cases there will be a Midshipman in Charge (MINC) assigned who will perform the duties listed above for the Midshipmen Skipper (209.1) and the duties listed below in paragraph 209.2a-i, and another midshipman will be assigned the duties listed below under Navigator (209.2j). In the case that there is no Midshipman Skipper or MINC assigned, a midshipman will be assigned as Senior Watch Officer and perform the duties listed as 209.1f, 209.2b and 209.2j. All other duties will be performed by the AOINC.

The Midshipman XO shall:

- a. Execute the daily routine.
- b. Supervise the crew's efforts to ready the boat for sea, including accomplishment of check lists. The Midshipman XO shall make a personal report to the Midshipman Skipper (OINC if Midshipman Skipper not assigned) that "the boat is ready to get underway," noting any deficiencies.
- c. Maintain satisfactory boat cleanliness and stowage.
- d. Ensure crew members attend practice sails or special events on time, prepared and properly equipped.
- e. Ensure each crew member begins overnight or offshore voyages with a complete seabag.
- f. Ensure that berthing and head areas are clean.
- g. Conduct daily Messing and Berthing Inspections.
- h. Regulate liberty during cruise block, ensuring the crew is informed of liberty restrictions, muster and duty requirements.
- i. As **Senior Watch Officer**, shall:
 - (1) Report to the Midshipman Skipper (OINC if Midshipmen Skipper not assigned).
 - (2) Maintain the Watch, Quarter and Station Bill as required by reference (b).
- j. As **Navigator**, shall:
 - (1) Report to the Midshipman Skipper (OINC if Midshipmen Skipper not assigned).
 - (2) Ensure that all required charts, navigation instruments and references are prepared and aboard prior to getting underway.
 - (3) Create a Navigation Plan prior to getting underway and measure progress underway with respect to that plan.
 - (4) Ensure that the watch teams maintain an accurate plot of the STC's position by all available means (visual, celestial and electronic).
 - (5) Train and supervise watch team navigation plotters in the principles and practice of visual, celestial and electronic navigation.
 - (6) Train the ANAV as a navigator.

DNASINST 3120.1D

(7) Stay aware of current and forecast weather conditions.

209.3 ENGINEER

The Engineer reports to and is responsible to the Midshipman XO for the safe operation and maintenance of the boat's auxiliary propulsion machinery and other mechanical equipment. He also functions as the boat's Fuel, Oil and Water King. The Engineer shall:

- a. Understand the operation and maintenance of the auxiliary engine, steering gear and associated equipment.
- b. Train each crew member on engine procedures, including pre-start checks, starting procedures, operating parameters and indications, operating limits and shutdown. The Engineer shall ensure by individual walk-through that each crew member can perform the pre-start check, engine start up and engine shutdown.
- c. Monitor engine operation, fluid levels and fuel consumption on a daily basis.
- d. Advise the Midshipman Skipper (OINC if Midshipman Skipper not assigned) of the material readiness of the boat. The Engineer shall make recommendations to the Midshipman Skipper (OINC if Midshipman Skipper not assigned) for prompt correction of deficiencies and report deficiencies beyond crew capability to correct by submitting a discrepancy chit to the Cutter Shed.
- e. As **Fuel, Oil and Water King** shall:
 - (1) Coordinate receipt of fuel per the BIB 3-5.6.
 - (2) Fill and properly treat all water tanks prior to each underway per the BIB 3-5.8.
 - (3) Ensure a sufficient quantity of fuel, lube oil and engine coolant is on board for the underway period and distilled water if applicable.
- f. Be personally responsible for accomplishing all engineering and steering PMS.

209.4 SUPPLY OFFICER

The Supply Officer reports to and is responsible to the Midshipman XO for procurement, receipt, storage, issue and accounting of all stores and equipment. He shall also act as the boat's Mess caterer. The Supply Officer shall:

- a. Ensure all berthing mattresses, lee cloths and sleeping bags are clean and serviceable prior to each departure for overnight sailing.
- b. Establish the boat's stowage plan.
- c. Assist the AOINC in all open purchases made with Paying Agent Funds.

d. Supervise the inventory, usage and replenishment of galley gear kit, cleaning gear, First Aid kit, Pyrotechnics kit, and all books and pubs on board.

e. Shall:

(1) Develop an underway menu/ meal plan for approval by the Midshipman Skipper (OINC if Midshipman Skipper not assigned).

(2) Supervise storage of major food on-loads, paying close attention to secure storage, safety and food freshness.

(3) Keep the refrigerator clean and stowed for easy access.

(4) Control and restock the snack bin.

(5) Control and issue food for meal preparation.

(6) Maintain a running inventory of food and drink by storage location.

(7) Train each crew member in the proper operation of the DC refrigeration system, the galley range & oven and the propane fuel system. The Supply Officer shall ensure by individual walk-through that each crew member can: light and secure the range & oven, properly monitor the reefer temperature and operate the the refrigerator.

(8) Monitor propane consumption.

f. Be personally responsible for accomplishing all galley PMS.

209.5 ASSISTANT NAVIGATOR

The Assistant Navigator (ANAV) reports to and is responsible to the Navigator for navigation readiness and accomplishing the navigation routine. The ANAV shall:

a. Ensure the boat's navigation charts, publications and plotting aids are complete prior to each underway, and report this to the NAV before departure.

b. Prepare charts for use at the direction of the NAV.

c. Maintain all navigation equipment in good order.

d. Monitor a weather broadcast daily.

e. Ensure each crew member is trained on the proper operation of the GPS, LORAN, radar, VHF and HF radios and navigation lighting systems. The ANAV shall ensure by individual walk-through that each crew member can properly operate these key navigation systems.

CHAPTER 4

400. SAFETY

Safety is at all times a matter of utmost importance and requires the full attention of all hands. The overriding factor when considering a specific course of action shall be whether the contemplated action will unduly hazard the vessel or anyone aboard. This chapter promulgates basic safety precautions and procedures as a minimum standard; OINCs/ Coaches are encouraged to add to this list as necessary.

a. INDIVIDUAL GEAR.

(1) SAFETY HARNESSES AND PERSONAL INFLATABLE FLOTATION DEVICES. All crew shall wear safety harnesses and tech vests and shall clip onto padeyes or jack lines at all times when topside between sunset and sunrise, during periods of restricted visibility and during rough weather. Personnel shall don appropriate personal safety equipment below before relieving the watch.

(2) WHISTLE. Attach a suitable whistle at the helm station to be used as a ship's "General Alarm."

(3) FOOTGEAR. All personnel shall wear non-skid deck shoes topside. See section 602 for additional guidance.

(4) JEWELRY. Do not wear jewelry aboard any STC.

b. STANDARD PROCEDURES. All procedures shall strictly conform to instructions contained in this Standard Operating Procedures (SOP) and reference (h), the Boat Information Book (BIB). All personnel embarked must become thoroughly familiar with the SOP and BIB. During training, there will be no emergency drills except those initiated by the OINC. Record completion of all emergency drills in the Offshore Yacht Log.

(1) ABANDON SHIP DRILLS. Abandon ship and emergency life raft station drills will be carried out regularly to ensure that all personnel are familiar with correct procedures. Each crew shall conduct abandon ship drills prior to departing the local OPAREA. (See Abandon Ship Bill, Section **806**.)

(2) MAN OVERBOARD DRILLS. Periodic man overboard drills will be conducted, including drills during hours of darkness. VOST crews shall conduct at least one man overboard drill each month during regular practice periods.

(3) SAFETY BRIEFS. Safety briefs should be a routine precursor to all evolutions to insure that all hands are familiar with equipment and aware of potential hazards and all pertinent safety precautions.

c. EMERGENCY EQUIPMENT. Before proceeding to sea, all members of the crew shall be thoroughly familiar with the location and operation of all emergency and survival equipment on board.

(1) OINC INSPECTION. Prior to beginning an offshore passage, the OINC/Coach will personally inspect all such equipment prior to getting underway for an offshore or coastal passage and will, in addition, conduct an inspection of the following equipment after it has been issued to individuals:

- (a) Safety harnesses
- (b) Tech vests
- (c) Personal strobe lights

(2) EPIRB. The Emergency Position Indicating Radio Beacon (EPIRB) will be tested by the electronics shop at NAVSTA Annapolis prior to issue. However, crews should still inspect their EPIRB in accordance with MRC S-3R prior to heading offshore.

(3) SPOTLIGHTS. One high intensity 12V or handheld spotlight will be stowed in the cockpit during hours of darkness.

(4) CREW RECOVERY EQUIPMENT. A horseshoe buoy with attached Man Overboard Pole and drogue, whistle and light will be mounted at all times while underway. A life jacket will be kept in the cockpit adjacent to the helmsman. A lifesling will be mounted on the stern pulpit and a 50 foot heaving line will be attached in the cockpit within reach of the Helmsman.

(5) SAFETY LINES. A safety line (jack line) or cars permanently mounted on a deck track intended for that purpose will be rigged from the cockpit to the bow on the main deck, (port and starboard), as a means of securing safety harnesses.

(6) LIFE LINES. No one shall lean, sit, stand or climb on the lifelines.

d. EQUIPMENT MAINTENANCE.

(1) No maintenance will be performed on any electrical or electronic equipment without the express permission of the Midshipman Skipper or the OINC/Coach.

(2) No maintenance will be performed in the engine compartment while the engine is operating unless authorized by the OINC/Coach.

e. SUPERVISION. The OINC or AOINC must personally supervise the following evolutions: Crew Aloft (Section 804), Fueling and Freshwater Filling (BIB 3-5.8), Towing (BIB 6-6) and whenever a swimmer is working over the side.

401. USE OF PREVENTERS

405. VHF RADIO WATCH

VHF channel 16 shall be continually monitored by STCs while underway. Channel 13 (and Channel 9, in Coast Guard District I) shall be monitored at all times in restricted coastal waters or in areas where commercial traffic may be expected. Use the VHF "SCAN" function when monitoring more than one channel.

406. RADAR WATCH

A radar watch shall be maintained during reduced visibility and at other times as good seamanship dictates. A maneuvering board solution is always appropriate when working collision avoidance problems.

407. SHORE POWER

Connecting and disconnecting shore power is a potentially hazardous evolution. The procedures in Chapter 9 (Checklists 902 and 906) shall be used to ensure that the connection is safely completed.

408. LPG STOVE

Though very safe when properly used, the operation of galley stoves aboard STCs requires strict adherence to established procedures. Each STC shall post the light-off procedure in a conspicuous location near the stove. The procedure may be found in the Boat Information Book or technical manuals. **When lighting the stove, the bilge exhaust fan shall be operated for 30 seconds to ensure that there is no gas in the bilges. When securing the stove, ensure that all gas is burned out of the lines by first closing the valve at the gas bottle.**

409. SPINNAKER/HALYARD FLYING

Spinnaker and Halyard flying are not permitted for safety reasons.

410. SHIP'S BILLS

Ship's Bills are provided in Chapter 8 of this SOP. Specific exemptions to the mandatory use of these bills are listed in section 303.c for local operations only. These Bills are designed to enhance safety and increase standardization throughout the program.

DNASINST 3120.1D

[THIS PAGE INTENTIONALLY LEFT BLANK]

(2) Ensure all AC breakers are secured, with the following exceptions (with approval of the OINC/Coach):

(a) Battery charger

(3) Ensure the engine and house battery Perko switches are in the "OFF" position unless it is necessary to maintain DC power to DC loads (reefer).

(4) Ensure shore power cable/fittings are protected from the weather and from potential chafing.

c. THE SUPPLY OFFICER. The Supply Officer shall:

(1) Remove all food items that might spoil.

(2) Open refrigerator covers (if reefer not in use).

d. THE FIRST LIEUTENANT. The First Lieutenant shall:

(1) Ensure all cockpit lockers are properly stowed and closed.

(2) Ensure mooring lines are doubled and additional storm lines are rigged in the event of heavy weather or if outboard in a nest.

(3) Ensure fenders are properly positioned so that they are not adversely affected by changing tides and wind.

(4) Ensure proper chafing gear is used with mooring lines.

(5) Ensure overhead hatches and companionways are closed and locked.

(6) Ensure the mainsail is flaked neatly and the sail cover is in place.

(7) Ensure wheel and binnacle covers are in place.

(8) Ensure dorades are open to provide proper ventilation below decks.

e. THE MIDSHIPMAN XO. The Midshipman XO shall ensure all spaces are clean, that equipment is stowed properly and that all items on the securing check-off list are completed.

f. THE MIDSHIPMAN SKIPPER (OINC if Midshipman Skipper not assigned). The Midshipman Skipper shall ensure that responsible duty personnel (if at a military installation) or yard personnel (if at a civilian facility) are informed of the following:

(1) Name, local address and phone number of the OINC/Coach and AOINC. This information will be posted conspicuously below decks for the duration of the port visit and updated as required.

- (2) Naval Academy duty phone numbers and contact personnel as appropriate.
- (3) Other instructions as may be necessary.

802.4 PROCEDURES WHILE VESSEL IS MANNED

The following procedures shall be followed when a STC is manned inport or at anchor.

a. **MIDSHIPMAN DUTY SECTION.** The Duty Section shall consist of a minimum of two midshipmen per squadron, when nested or anchored in close proximity. The inport watch shall be set by the squadron Senior Watch Officer, at the direction of the OTC. STCs berthed at docks with uncontrolled public access or which experience an extremely large tidal range must be monitored closely. The Duty Section shall:

- (1) Monitor the condition of mooring lines and anchor rode, adjusting them as necessary.
- (2) Be constantly alert for oil spills or bilge/sewage pumping and take appropriate actions to avoid violation of Navy, Federal, International or local environmental protection regulations.
- (3) Check the condition of the shore power cables and connections.
- (4) Monitor refrigeration units and charge as required.
- (5) Monitor and log the condition of the bilges once every four hours.
- (6) Refer to the General Visiting Bill when visitors wish to come aboard.
- (7) Conduct morning and evening colors (when inport away from USNA).
- (8) Be familiar with the requirements for logging specific occurrences in the Offshore Yacht Log (section 211.1).
- (9) Monitor the weather through local VHF or even commercial broadcasts. Notify the OINC/Coach if conditions materially worsen.
- (10) Close all boat hatches and dorades in the event of inclement weather.
- (11) If anchored or on a mooring:
 - (a) Monitor the condition of batteries and light off engine to recharge if voltage drops below 12.3V DC.
 - (b) Ensure the anchor light is energized between sunset and sunrise.
 - (c) Take a fix once an hour to ensure the STC has not dragged anchor; increase fix interval as appropriate in heavy weather.

901. UNDERWAY CHECK LIST

- _____ STOW COMPANIONWAY BOARD
- _____ CHECK BILGE LEVEL
- _____ PREP NAV ITEMS, INCLUDING: (SEE SECTION 208.3)
 - CHARTS (12270,12282,12283 FOR LOCAL OPS)
 - HAND BEARING COMPASS
 - NAV KIT
 - OFFSHORE YACHT LOG
 - BEARING LOG
 - NAVIGATION WORKBOOK
 - PUBS
- _____ VERIFY REQUIRED SAFETY EQUIPMENT, INCLUDING:
 - PFDS (ONE FOR EACH PERSON)
 - BOAT HOOK
 - TWO ANCHORS WITH RODES ATTACHED
 - HORN & BELL
 - MOB POLE/LIFE RING WITH STROBE/LIFE SLING WITH STROBE/THROW SOCK
 - 3 DRY CHEM FIRE EXTINGUISHERS (GALLEY, LINE LOCKER, PORT CLOSET)
 - 1 CO2 FIRE EXTINGUISHER AFT OF NAV DESK
- _____ PLACE ENSIGN ON STAFF ON STERN PULPIT
- _____ REMOVE HELM AND MAINSAIL COVERS
- _____ BREAKDOWN THE INNER FORESTAY LEADING IT AROUND THE FAIRLEAD ON THE PORT SIDE OF THE MAST SECURING IT TO THE BUNGEE CORD ON THE CABIN TOP BENEATH THE BOOM VANG
- _____ MOVE JIB & SPINNAKER HALYARDS AND TOPPING LIFT BACK TO THE BASE OF THE MAST
- _____ VERIFY NAVIGATION LIGHT OPERATION IF YOU ARE GOING TO BE OUT AFTER SUNSET OR IN REDUCED VISIBILITY
- _____ SECURE A/C BATTERY CHARGER
- _____ SECURE A/C MAIN CIRCUIT BREAKER
- _____ DISCONNECT SHORE POWER (PIER, THEN BOAT)

DNASINST 3120.1D

- _____ STOW SHORE POWER CABLE (PORT LOCKER) OR COIL ON PIER
- _____ ENERGIZE D/C MAIN CIRCUIT BREAKER
- _____ TURN ON BOTH ALTERNATOR CIRCUIT BREAKERS
- _____ SELECT THE SHIP SERVICE PERKO SWITCH TO BOTH
- _____ CONDUCT ENGINE START CHECKS IAW ENGINE START CHECKLIST 902
- _____ RUN REEFING LINES. ENSURE LINES FREE TO RUN
- _____ PRESET HYDRAULIC BACKSTAY TO 2000 PSI
- _____ ENERGIZE THE FOLLOWING EQUIPMENT:
 - VHF RADIO (SET TO SCAN 09, 12, 13, 16 & 82A)
 - LORAN/GPS
 - SAILING INSTRUMENTS (AND DEPTH SOUNDER FOR NA1-NA8)
- _____ LISTEN TO VHF WEAX BROADCAST
- _____ CONDUCT NAVIGATION/SAFETY BRIEF
- _____ MAKE LINE HANDLING ASSIGNMENTS
- _____ FAKE SPRING LINES ON THE FRIENDSHIP LINES
- _____ OBTAIN PERMISSION TO GET UNDERWAY
- _____ GET UNDERWAY

NOTE

RESELECT SCAN AFTER OBTAINING PERMISSION TO UNDERWAY

902. ENGINE START CHECK LIST

- _____ VERIFY THE RAW WATER SUCTION HULL VALVE IS OPEN
- _____ VERIFY THE EMERGENCY ALTERNATOR SWITCH IS OFF
- _____ COMPLETE ENGINEERING DIESEL ENGINE PMS R-1D USING THE ENGINE LOG
- _____ SELECT THE ENGINE PERKO SWITCH TO ON, OBSERVING:

4 SECOND AUDIBLE RACOR ALARM ACCOMPANIED BY LIGHT (ON THEN OFF)
HALON SYSTEM CHARGED LIGHT ON
- _____ VERIFY CLUTCH DISENGAGED, INCREASE THROTTLE TO 10:00 POSITION
- _____ ENERGIZE ENGINE ALARM ON SWITCHBOARD LISTENING FOR AUDIBLE ALARM
- _____ ENERGIZE ENGINE PREHEAT FOR 15 SEC
- _____ START ENGINE. CONFIRM ALTERNATORS ARE CHARGING THE BATTERIES, THEN
REDUCE TO 1200 RPM FOR WARM-UP.
- _____ VERIFY OVERBOARD DISCHARGE

WARNING

**SHOULD ENGINE FAIL TO START WITHIN 15 SECONDS,
DISCONTINUE ALL STARTING ATTEMPTS AND REPORT THE
CONDITION TO THE OIC.**

- _____ VERIFY OIL PRESSURE NLT 10 / NMT 50 PSI
- _____ VERIFY COOLANT TEMP NMT 190 DEGREES
- _____ CHECK FOR LINES IN WATER NEAR TRANSOM
- _____ OPTTEST TRANSMISSION IN AHEAD / ASTERN DIRECTIONS
- _____ RECORD COMPLETION IN CHECKLIST 901

DNASINST 3120.1D

[THIS PAGE INTENTIONALLY LEFT BLANK]

905. ENTERING PORT CHECK LIST

- _____ SHUNT Y-VALVE (MSD DIVERTER) TO HOLDING TANK
- _____ CONDUCT NAVIGATION BRIEF
- _____ CONTACT THE HARBOR MASTER OR SHORE SIDE POINT OF CONTACT. PROVIDE
ETA AND REQUEST MOORING INSTRUCTIONS.
- _____ COMPLETE DIESEL ENGINE CHECKLIST
- _____ START ENGINE IAW ENGINE START CHECK LIST

NOTE

**DOUSE HEADSAIL, BAG AND STOW BELOW DECKS. FLAKE
MAINSAIL OVER BOOM AND SECURE WITH SAIL TIES BUT LEAVE
HALYARD MADE FAST TO HEAD SO THAT MAIN IS READY TO
HOIST IN THE EVENT OF AN ENGINE MALFUNCTION.**

- _____ RIG MOORING LINES OR GROUND TACKLE / BRING BOAT HOOK ON DECK / ASSIGN
LINE HANDLING POSITIONS
- _____ BRIEF CREW ON MOORING PLAN
- _____ VERIFY ASTERN PROPULSION
- _____ SECURE BOAT IAW SECURING CHECK LIST ONCE MOORED

[THIS PAGE INTENTIONALLY LEFT BLANK]

906. SANTEE BASIN SECURING CHECK LIST

- _____ ENSURE BOW OF BOAT IS ABEAM THE YELLOW MARK ON FINGER PIER.
- _____ SECURE THE ENGINE BY PULLING UP ON THE T-HANDLE. ONCE ENGINE IS SECURED, PUSH THE T-HANDLE DOWN.
- _____ CROSS STERN LINES. FAKE BITTER END OF LINES ON STERN PULPIT.
- _____ CROSS BOW LINES. CLEAT LINES SUCH THAT THE WORKING END COMES TO THE AFT, INBOARD SIDE OF THE CLEAT FIRST. FAKE BITTER END ON BOW PULPIT.
- _____ RUN SPRING LINES THROUGH MIDSHIPS CLOSED CHOCKS TO PRIMARY WINCHES. MAKE DOWN TO HORN CLEAT, DO NOT USE THE WINCH JAMCLEAT.
- _____ ENSURE BOOM IS LEVEL (PARALLEL TO CABIN TRUNK), WITH OUTHHAUL EASED. RUN TRAVELER TO EXTREME END ON SIDE AWAY FROM FINGER PIER.
- _____ ENSURE MAIN IS FLAKED OVER BOOM WITH BATTENS ON TOP OF BOOM.
- _____ COIL REEFING LINES, HANG THE LINES ON THE REEFING HORNS.
- _____ MAKE JIB HALYARDS FAST TO THEIR RESPECTIVE TACK SHACKLES AT STEM, SPINNAKER HALYARDS MADE FAST TO BASE OF FIRST STANCHION, PORT AND STARBOARD SIDES. INNER FORESTAY ATTACHED TO TANG ON FOREDECK. MAKE TOPPING LIFT TO THE STORM JIB TACK SHACKLE.
- _____ ENSURE ALL SHEETS, GUYS AND EXTRANEIOUS LINES ARE COILED NEATLY AND HUNG FROM THE STOWAGE RACK IN THE PORT COCKPIT LOCKER.
- _____ STOW ALL WINCH HANDLES AND SNATCH BLOCKS IN THE HERNIA BOX. PLACE HERNIA BOX IN THE STBD COCKPIT LOCKER.
- _____ FURL ENSIGN AND PLACE IN AFT END OF BOOM.
- _____ SAIL COVER PROPERLY BENT ON (MAST END FIRST, WORK AFT).
- _____ WHEEL COVER ON
- _____ WHEEL DAMPENER TIGHTENED. (DO NOT OVER TORQUE DAMPENER. JUST TIGHTEN UNTIL SNUG)
- _____ DORADES FACING FORWARD EXCEPT THE TWO ON THE TRANSOM, WHICH FACE AFT
- _____ BACKSTAY TO 500 PSI
- _____ INSTRUMENT COVERS IN PLACE

- _____ TEST THE REVERSE POLARITY LIGHT BY PUSHING IT IN.
- _____ CONNECT SHORE POWER AS FOLLOWS: VERIFY AC SHORE POWER OFF, LEAD CABLE BETWEEN THE LOWER LIFELINE AND TOERAIL, LEAD CABLE AFT AND PLUG INTO COCKPIT RECEPTACLE THEN PLUG CABLE INTO THE PIER.
- _____ CONFIRM NO REVERSE POLARITY AND ENERGIZE THE 110VAC MAIN CIRCUIT BREAKER AND BATTERY CHARGER
- _____ DEENERGIZE ALL COMPONENTS DRIVEN BY THE 12VDC BUS AND SECURE THE DC MAIN AND BOTH ALTERNATOR CIRCUIT BREAKERS
- _____ ENERGIZE THE BILGE ALARM
- _____ SECURE HOUSE AND ENGINE START PERKO SWITCHES BENEATH NAV DESK
- _____ SHUT/LOCK ALL HATCHES
- _____ RINSE TOPSIDES WITH FRESH WATER (AS REQUIRED)
- _____ REPORT ANY DISCREPANCIES TO ROBERT CROWN AND CUTTER SHED
- _____ RETURN THE ENGINE LOG TO THE CUTTERSHED
- _____ REMOVE ALL TRASH AND PLACE A CLEAN TRASH BAG IN THE TRASH CAN

NOTE

IF MOORING AWAY FROM SANTEE BASIN, OTHER FACTORS TO CONSIDER INCLUDE:

- POSITIONING CHAFE GEAR ON MOORING LINES
- PLACING MULTIPLE FENDERS WHERE REQUIRED
- RIGGING STORM LINES IF EXPECTING INCLEMENT WEATHER
- IF MOORED IN A NEST, STAGGERING BOAT ALIGNMENT TO PREVENT RIGS FROM TOUCHING WHEN ROCKED BY WAKE. RECOMMEND MOORING BOW-TO-STERN ("CHINESE") TO ENSURE RIGS REMAIN WELL CLEAR OF EACH OTHER.

NOTE

IF KEEPING THE REEFER OR ANOTHER DC LOAD ON:

- LEAVE THE DC MAIN SWITCH ON
- KEEP THE DC PERKO SWITCH IN BOTH

907. SAFETY EQUIPMENT CHECK LIST

THE FOLLOWING EQUIPMENT SHALL BE MAINTAINED ON BOARD AND READILY ACCESSIBLE:

- _____ 1 HEAVING LINE (50 FT OF POLYPROPYLENE LINE STOWED IN THROW SOCK ON STERN PULPIT)
- _____ 1 HORSESHOE LIFE RING WITH ATTACHED STROBE
- _____ 1 MAN OVERBOARD POLE (ATTACHED TO HORSESHOE RING)
- _____ 1 LIFESLING (MOUNTED ON STERN PULPIT)
- _____ 1 AIR HORN
- _____ 1 FOUR PART PURCHASE (STOWED IN HERNIA BOX, STARBOARD LOCKER)
- _____ 1 HIGH INTENSITY 12V OR HANDHELD SPOTLIGHT
- _____ 1 RED FLASHLIGHT
- _____ 1 WHITE FLASHLIGHT
- _____ 8 SAIL TIES

NOTE

VHF COCKPIT SPEAKER SHOULD REMAIN IN THE "REMOTE" OR "BOTH" POSITION AT ALL TIMES

[THIS PAGE INTENTIONALLY LEFT BLANK]